

23 December 1954

MEMORANDUM FOR: Assistant Director for Personnel

ATTENTION :

SUBJECT :

Leave

REFERENCE :

(A) CIA Regulation [REDACTED]
(B) [REDACTED] "Guide to the Preparation and Processing of Standard Form 52, Request for Personnel Action"

1. Recently, in making inquiry for Colonel White regarding certain aspects of the leave picture, I came across what appears to me to be a discrepancy between statements made in each of the two references above. I call it to your attention merely to inquire if it may not be appropriate to make a full-scale comparison between the two documents, since they are now separated in point of time by almost a year, during which time other changes have undoubtedly occurred.

2. The contradiction seems to me to be as follows: In section 10.d of Regulation [REDACTED] under "INOP - Preparation of Request," it is stated:

"Standard Form 52 . . . will be prepared . . . in accordance with Handbook No. [REDACTED] to report approval of leave without pay for periods over 30 calendar days to 12 months . . ."

In section XI.B of [REDACTED] under "INOP - Preparation of the SF-52," it reads:

"The SF-52 must be prepared . . . upon approval of Leave Without Pay for more than 5 days . . ."

3. Before calling this to your attention, I checked the frontispiece of Regulation [REDACTED] had been rescinded by [REDACTED] and it had not. While I realize in cases of this sort that the later issuance probably prevails, because the Handbook is more often used as a ready reference item than as a Regulation, I feel that it should be as current as possible, lest incorrect action stem from an outdated instruction.

[REDACTED]
Special Assistant to the
Deputy Director (Administration)

cc: Ch/RCS/Management Staff (info only)

SA-DD/A:JAC:mrp (23 December 1954)

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1 - DD/A Chrono

1 - DD/A Subject

1 - J.A.C.